Arizona E-Learning Task Force

Minutes of the Meeting
Tuesday February 20, 2007
10:00am – 12:00pm
Arizona Department of Education
Conference Room 417

Members Present:

Sandi Grandberry   Hank Stabler - ADE
Theodore Kraver   Joseph O'Reilly
Cathy Poplin   DJ Harper – representing Chris Cummiskey
Rosalina Escandon   Casey Loman

Members Not Present:

Jerry D'Agostino
Rod Lenniger
Lisa Long
Debra Lorenzen

Handouts:

- Agenda
- RFP-4th Draft
- RFI Draft
- 1/17/07 Meeting Minutes
- 1/30/07 Meeting Minutes
- 2/9/07 Meeting Minutes

- Timeline Spreadsheet – Ruth and Hank
- Assumptions on Budget
- e70204 Two Models
- Memo regarding Conflict of Interest
- e70219 E Learning Task Force Meeting Input – Theodore Kraver

Welcome and Introduction – Reminder that the meeting is recorded on tape and available for full review.
Cathy Poplin called the meeting to order at 10:05am. Updates were given at the end of the meeting.

Executive Session Begins (Private/Non Public)
Task Force members vote to go into Executive Session with the purpose to obtain legal advice. This session is confidential.

Adjourn
Theodore Kraver motions to adjourn executive session – group approves

Public Session Begins - Review of 4th Draft Request for Proposal (RFP) Issues

1. Task Force began public session by reviewing the Project Goals. Theodore Kraver provided each Task Force member a hand out on his viewpoints regarding the project goals.
    - Discussion occurs regarding the project goals.
    - An E-Learning adoption manual for curriculum directors; this was decided to be a goal for the Task Force not the RFP.

(Casey Loman left the meeting at 11:00am.)
   Discussion of page 4
    - Line 3: Student motivation, student achievement, and teacher training and teacher perceptions.
    - Line 4: Two or three continuous grades; strike "at least."

- Line 15-19: Task Force decided this section is important to keep but put it under the project overview. Make goal to document the whole process and provide documentation.

2. Task Force discussed finalization of the 3 year Implementation Model.
   - Hank Stabler begins the discussion by explaining his spreadsheet.
   - Task Force goes over "Timeline and Design Considerations for E-Learning Pilot Project."
   - Theodore Kraver discusses his spreadsheet
   - DJ Harper provides a document that goes with Hank & Theodore's spreadsheets

Sandi Granberry makes a motion to accept the proposed timeline and it will be used as an internal document; Theodore Kraver seconded the motion and the group agreed. (Posted on E-Learning Task Force website www.azed.gov/E-Learning under *February 20, 2007* minutes)

3. Finalize Psychometric Requirements
   Task Force made changes under this section as follows:
   - Page 8 Line 12 – add "s" to assessment
   - Add the language "that is capable of providing computer adaptive tests".
   - Page 8 Line 14 provide feedback quickly

(DJ Harper leaves the meeting at 11:45am.)

Adjourn
Formal meeting adjourned at 11:45am. Remaining members give updates at this time.

Updates
1. Progress of RFI – Hank Stabler
   - The information given from Procurement will take two weeks to finalize, four weeks to hit the street and two weeks to collect data.
   - ADE – Richard Adickes in Procurement is who Hank has been working with.

2. Progress of Project Investment Justification (PIJ) – Cathy Poplin
   - Met with Steve Holzinger of ADE; by March 8th we could have a copy ready for the meeting
   - Try implementing an off the shelf software since we are not creating a software

3. Process to Formalize Changes in Implementation of SB1512 – Cathy Poplin
   - Cathy met with Kim Anderson. Kim suggested we write a progress memo regarding any changes and/or modifications we have made and invite a member of the Senate to attend meetings and receive updates.

Public Testimony
Dale Parcell explained how we could use West Ed for the project evaluation.

Meeting End
Meeting was ended at 12:06pm